

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

DISTRIBUTION CLERK

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of the Printing Services Center and Stores Warehouse operations including the receipt, verification, storage, distribution and inventory of supplies and equipment, and the city-wide distribution of mail.

Supervision Received and Exercised:

Receives general supervision from the Reprographics Supervisor or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Maintain an inventory of printed forms, printing paper, office and computer supplies for Citywide use; deliver paper and forms to the Printing Services Center and to customer departments in the City.
- Receive, stock, and issue supplies and materials; verify incoming shipments for appropriate quantity and quality; check delivery receipts and packing slips against Purchase Orders (PO's) and sign for correct orders.
- Stock inventory on shelves at the Stores Warehouse and in the Printing Center; inventory supplies and materials regularly; report replacement needs; maintain files and records; assist in annual inventory.
- Pickup, sort and distribute interdepartmental and external mail throughout the City; maintain files; compile records of supply transactions; may input and retrieve data from a computer terminal.

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Distribution Clerk (continued)

- Distribute items received at the warehouse as required; act as back-up for reprographics operators as needed; ensure correct boxing and labeling of records to be stored in the Records section of the Stores Warehouse.
- Receive incoming surplus property, stage sales and auction lots into best value groupings using a pricing formula for surplus property; assist with auctions as required.
- Operate appropriate equipment, including a forklift, pallet jack, small truck and office machines.
- Maintain warehouse in a clean and orderly manner; maintain hard copy records as required..
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of inventory stocking experience, including distribution of supplies and materials.

Training:

Equivalent to completion of the twelfth grade. Additional training in bookkeeping or a related field is desirable.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license and a forklift operator's license.

Possession of, or ability to obtain, an appropriate, valid Arizona forklift operator's certificate.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 2920

Salary Range: 08

Compensation Plan: P40 / Regular

FLSA: Non-Exempt

*Effective November 1988
Revised August 1994*

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Distribution Clerk (continued)